

Manufacturer's Product Approval Instruction Sheet

FOR YOUR INFORMATION

1. The Board will no longer accept any product approval requests that are not submitted in the correct format.
2. All new product applications must be submitted using a new Excel spreadsheet. Company information must be submitted using a Word document. Both of these files can be downloaded from our web site at www.state.ma.us/reg/boards/pl/forms.htm.
3. For any gas product that do not meet the regulations of Mass Code 248 C.M.R., you must provide a disclaimer.
4. On all One (1) year provisional approvals, please indicate what type of product it is in the web key words section for example: "Toilet," "sinks," (avoid using Manufacturer's general term such as vitreous china).
5. For your convenience we have add the two new field listed below:
 - **Trade Name:** Enter the name this product is sold under by your local rep., store, or distributor
 - **Trade Number:** Enter the model number this product is sold under by your local re., store, or distributor
 - **Web Key Words:** This field has been added to our database to improve the search result on our new Online Product Approval System. You can improve the chances of the customer finding your product if they search for the web key words. For example if your product is a brass kitchen sink faucet: you can set your key word to be brass, kitchen or faucet.

Note: You can also update existing product's web key words field.
To update your existing listing use the automated email system by following these step:

- Send emails from the emails address, which we have listed in our database. The automated email system will not accept any emails from any other email addresses!
- Type “KEYWORDS” in the subject field of your email.
- In the body, enter model number and the keyword separated by a semicolon. Type each product on a new line For example:
MOOO1;Faucet,brass,kitchen
- You will be notified via email of the status and of any problems that may arise.

Please label the diskette with the Manufacturer’s name and date.

A printout of the Excel spreadsheet showing all products must accompany the application for approval. Separate files are required for each application. Please provide a printout of what's on the diskette to all the Board members.

Please call the Board office at (617) 727-9952 or contact me via e-mail at this address, Cynthia.E.Johnson@state.ma.us, with any questions or concerns.

PLEASE CHECK FOR VIRUSES BEFORE SUBMITTING TO BOARD OFFICE